

Glossary

administrator

An administrator of an online program hires, supervises, and evaluates staff members. Additionally, an administrator provides leadership in planning, budget, and program evaluation. An administrator works collaboratively with the governance board and with the staff. The *Code of Virginia* states: “The administrator of a virtual school program must hold an advanced degree from a regionally accredited institution of higher education with educational and work experience in administering education programs” (§ 22.1-212.26.B).

Advanced Placement courses

These courses are offered to students in preparation for taking the College Board Advanced Placement tests. Students with passing scores on the tests may qualify for college credit.

blended courses or programs

These courses or programs deliver content, instruction, and support by blending the Internet and face-to-face interaction. Other computer-based methods may also be used. A blended course may involve a local teacher, mentor, or parent.

course completion

The course may be counted as having been completed by a student according to the policies of the local school division. Any educational objectives and assessments used to measure pupil progress toward achieving the school’s pupil performance standards must be in accordance with the Board’s Standards of Accreditation and all applicable state and federal laws (§ 22.1-212.24.B.iii, *Code of Virginia*).

course pass rate

This is the percentage of students completing and passing an online course, calculated by dividing the number of students who passed by the number of students in the enrollment count.

credit recovery courses

These courses allow students to make up failed credits needed for high school graduation or be on track to enter high school prepared to meet the demands of a college-preparatory curriculum.

computer-based instruction

This model of course delivery is based on using computers as the main source of content and instruction. Such courses may be self-paced.

dropouts

This refers to students who are enrolled in a full-time program through the 21st calendar day of a semester but who withdraw from all classes after that, or who are not actively participating in all classes after that.

enrollment count

This is the number of students enrolled in an online course after the 21st calendar day of the course. Any student counted as enrolled after the 21st calendar day of the course must be included in the course completion rate data.

expanded option courses

These courses are offered to students interested in pursuing subjects for which their physical school cannot provide instruction on site.

full-time programs

These programs, generated by multidivision online providers, include a full course of study for students—who may or may not spend time in a physical school. These programs also provide student support services similar to those at schools.

full-time students

These students are enrolled with a multidivision online provider for the entire program of study as part of the local school board's agreement with the multidivision online provider. They are enrolled in their local school division, which receives funding for each full-time student based on average daily membership (ADM).

fully online course or program

Online courses or programs deliver all content, instruction, and support via the Internet (though technical support may be delivered through alternate means, when necessary).

highly qualified teacher

The U.S. Department of Education specifies that highly qualified teachers (1) have a bachelor's degree, (2) have full state certification or licensure, and (3) demonstrate subject area competence in each of the academic subjects the teacher teaches.

instructional methods

Instructional delivery in online courses should mirror the multitude of methods used in traditional courses as well as those unique to virtual education. These could include: direct instruction, discussion groups, text readings, written reports, virtual laboratories, computer-aided, personal and group projects, online research, simulations, and case studies. Delivery should take advantage of availability of resources, multimedia, communication, data capture, and individualization afforded through the use of computers, software, and the Internet.

learning management system

This refers to any software system through which online courses may be delivered. The system packages course content, communication tools, participation and data tracking, and other tools used by students, teachers, and administrators during the course.

learning object repositories

A learning object is a small duration, highly focused resource. It is usually digital and Web-based, self-contained, can be used and re-used, and its descriptive information is often categorized (metatagged) to allow easy search. Repositories are learning object databases available for instructional use.

mentor

This individual is responsible for providing physical supervision and support for students who take online courses from a multidivision online provider. A mentor may be a teacher at the student's physical school, a parent, or a paraprofessional. Mentors are required when specified in the contract between the provider and local school board.

multidivision online provider

This means (i) a private or nonprofit organization that enters into a contract with a local school board to provide online courses or programs through that school board to students who reside in Virginia both within and outside the geographical boundaries of that school division; (ii) a private or nonprofit organization that enters into contracts with multiple local school boards to provide online courses or programs to students in grades K through 12 through those school boards; or (iii) a local school board that provides online courses or programs to students who reside in Virginia but outside the geographical boundaries of that school division. However, "multidivision online provider" shall not include (a) a local school board's online learning program in which fewer than 10 percent of the students enrolled reside outside the geographical boundaries of that school division; (b) multiple local school boards that establish joint online courses or programs in which fewer than 10 percent of the students enrolled reside outside the geographical boundaries of those school divisions; (c) local school boards that provide online learning courses or programs for their students through an arrangement with a public or private institution of higher education; or (d) local school boards providing online courses or programs through a private or nonprofit organization that has been approved as a multidivision online provider. NOTE: All providers must be accredited by a national, regional, or state accreditation program approved by the Virginia Board of Education (§ 22.1-212.23, *Code of Virginia*).

noncompleters

These students are enrolled in a course (either as full-time or part-time online students) through the 21st calendar day of the semester but who withdraw from the class after that, or who are not actively participating in the course after that.

online course

This refers to a course or grade-level subject instruction (i) delivered by a multidivision online provider primarily electronically using the Internet or other computer-based methods and (ii) taught by a teacher primarily from a remote location, with student access to the teacher given synchronously, asynchronously, or both (§ 22.1-212.23, *Code of Virginia*).

parent

This refers to any parent, guardian, legal custodian, or other person having control or charge of a child (§ 22.1-1, *Code of Virginia*).

part-time students

These students are enrolled through a multidivision online provider in one or more online courses in a local setting; however, part-time students do not receive their entire program of study via an online program. Their physical school division receives **at least** partial funding based on average daily membership (ADM).

revocation

The process by which a multidivision online provider has its approval status terminated for cause as specified in § 22.1-212.24.

scientifically based instruction

Instruction that is based on research that “involves the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to education activities and programs” (as defined in the NCLB legislation, 2002).

Shareable Content Object Reference Model (SCORM) Compliance

This collection of standards and specifications for Web-based learning defines how content is packaged and presented through a learning management system. The complete set of standards and specifications are available at <http://www.adlnet.gov/Technologies/scorm/default.aspx>.

student support services

These services provided to students, parents and/or mentors assist students in becoming successful online learners. They include academic advising, career counseling, needs assessments, and other support services.

supplemental programs

These programs, generated by multidivision online course providers, supplement the course work of students who spend most of their time in a physical school. They may or may not provide student support services normally found in schools.

teacher

This refers to an individual employed by the virtual school or multidivision online provider who is licensed and properly endorsed for the subject(s) taught by the Virginia Board of Education and who has undergone a criminal records check prior to delivering instruction to students (see § 22.1-296.1 and 22.1-296.2, *Code of Virginia*). A teacher may be employed with the multidivision provider in a full-time or part-time capacity. A teacher providing instruction to a student enrolled in a Title I school must meet the criteria for a highly qualified teacher as defined in the *No Child Left Behind Act of 2001*.

technical support

This refers to services that help students, parents/mentors, teachers, and other school division personnel learn about and implement the technology being used for an online program and to resolve any issues that arise because of technology.

virtual school program

This refers to a series of online courses with instructional content (i) delivered by a multidivision online provider primarily electronically using the Internet or other computer-based methods; (ii) taught by a teacher primarily from a remote location, with student access to the teacher given synchronously, asynchronously, or both; (iii) delivered as a part-time or full-time program; and (iv) containing an online component with online lessons and tools for student and data management. NOTE: All program courses, pupil performance standards, and curriculum MUST meet or exceed any applicable Standards of Quality, Standards of Learning, and Standards of Accreditation¹ (§ 22.1-212.23, *Code of Virginia*), as well as associated federal laws, regulations, and policies.

¹ See Standards of Quality: [§ 22.1-253.13:1 through 22.1-253.13:8](#) of the *Code of Virginia*, Standards of Accreditation: [§ 22.1-253.13:3](#) of the *Code of Virginia*, and Standards of Learning at http://www.doe.virginia.gov/testing/sol/standards_docs/index.shtml.